



## POSITION DESCRIPTION SCIENCE LABORATORY TECHNICIAN

### THE COLLEGE

St Patrick's College Townsville is a Catholic and Independent Secondary Girls' College with a proud tradition of excellence in the education of young women. Responsibility for the governance of the College rests with a Governance Board of Directors and with Mercy Partners, a canonical body which governs Mercy ministries in Queensland. Located on The Strand in Townsville, we endeavour to nurture our students, who are both boarders and day girls, in becoming women of independent spirit and compassion, within an environment that promotes excellence, creativity and leadership.

### OUR VISION

St Patrick's College Townsville ignites a passion for knowledge, wonder and curiosity, empowering all to be courageous and compassionate.

### GENERAL INFORMATION

#### Position Information

|                 |                                                                                                            |
|-----------------|------------------------------------------------------------------------------------------------------------|
| Position Title  | Science Laboratory Technician                                                                              |
| Classification  | School Officer Level 5                                                                                     |
| Status          | Part-time                                                                                                  |
| Employment Type | Ongoing                                                                                                    |
| Agreement       | Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023-2026 |
| Team/Department | Science                                                                                                    |
| Reports to      | Head of Faculty - Science                                                                                  |

#### Employment Information

|          |                                    |
|----------|------------------------------------|
| Employer | St Patrick's College Townsville    |
| Location | 45 The Strand, North Ward Qld 4810 |

#### Further Information

For further information about the role, please contact [hr@stpatscollege.qld.edu.au](mailto:hr@stpatscollege.qld.edu.au)





## PURPOSE

The Science Laboratory Technician plays a vital role in supporting the Science Faculty by ensuring the efficient operation of laboratory spaces, compliance with safety regulations, and technical expertise in handling chemicals, biological materials, and laboratory equipment. The Science Laboratory Technician monitors inventory, procurement, and risk assessments while assisting teaching staff in lesson preparation and experiment setup. The role requires collaboration with faculty, suppliers, and external organisations to maintain safe, well-resourced, and effective laboratory practices that align with curriculum requirements and regulatory standards.

## QUALIFICATIONS/REQUIREMENTS OF THE ROLE

### Requirements of the Role

- Current Queensland Working with Children Clearance (Blue Card).
- Current First Aid & CPR Certificate (or willing to undergo).
- Strong organisational skills with the ability to prioritise tasks effectively.
- Knowledge of laboratory equipment and scientific materials used in secondary education.
- Understanding of Workplace Health & Safety (WHS) regulations and risk assessment documentation.
- Ability to manage inventory, stock control, and procurement processes.
- Ability to troubleshoot and resolve technical issues related to laboratory equipment and experiment setups.
- Strong interpersonal and communication skills.
- Ability to work independently while adhering to regulatory frameworks and College policies.

### Preferred Qualifications

- Qualifications in laboratory technology, science, or a related field.
- Experience in a science laboratory technician role, preferably in an educational setting.
- Familiarity with chemical safety procedures, including SDS documentation and ChemWatch system.

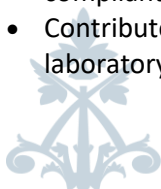
## FACTORS OF THE ROLE

### Knowledge Application

- Applies professional scientific and technical knowledge across multiple Science disciplines to prepare and adapt practical experiments aligned with curriculum outcomes.
- Demonstrates a thorough understanding of laboratory principles, including chemical calculations, microbiological handling, specimen preservation, and equipment calibration.
- Interprets and applies WHS legislation, Chemical Safety protocols, and departmental policy frameworks to maintain a compliant, risk-mitigated laboratory environment.
- Provides objective advice to teaching staff regarding experiment design, procedural adjustments, and resource alternatives based on technical accuracy and safety standards.
- Maintains and audits chemical inventories, SDS databases, and safety documentation, ensuring procedural integrity and legislative alignment across all lab activities.

### Accountability

- Sets priorities and coordinates short- and medium-term laboratory operations to align with curriculum and safety objectives.
- Provides expert technical advice across multiple Science programs, ensuring compliance with WHS legislation and chemical safety frameworks.
- Monitors emerging risks in chemical handling, curriculum changes, and procedural updates, adjusting practices to uphold College standards.
- Leads continuous improvement of laboratory procedures and documentation to support safe, efficient, and compliant work environments.
- Contributes to planning for future resource needs, infrastructure, and procedural enhancements across the laboratory operations.





## Scope and Complexity

- Preparation and technical support across multiple Science disciplines, each with diverse compliance and operational requirements.
- Responds flexibly to dynamic curriculum demands, safety considerations, and logistical constraints.
- Manages overlapping responsibilities involving WHS, procurement, inventory control, and equipment readiness.
- Applies evaluative judgement to deliver practical solutions in a time-sensitive educational setting.
- Balances administrative, compliance, and instructional support across changing College priorities.

## Guidance

- Manages laboratory operations and practical preparation independently, applying professional judgement within established frameworks.
- Operates under broad procedural direction, exercising discretion in adapting methods and prioritising workloads.
- Provides expert technical advice and mentorship to staff and students.
- Supports onboarding and upskilling in equipment use, WHS systems, and laboratory procedures.

## Decision Making

- Exercises professional judgment to manage competing laboratory demands, resource limitations, and safety considerations in a dynamic teaching environment.
- Makes autonomous decisions on experiment preparation, chemical substitutions, and workflow sequencing, often influencing teaching outcomes and faculty operations.
- Evaluates risks and compliance obligations when adapting or declining experimental requests, ensuring decisions uphold WHS standards and procedural integrity.
- Contributes recommendations on laboratory procedures, equipment procurement, and resource planning that shape broader Science Faculty practices.
- Decisions regularly affect operational quality and efficiency across Science disciplines and guide implementation of safe, sustainable laboratory protocols.

## Problem Solving

- Diagnoses and resolves technical issues affecting equipment, systems, or curriculum delivery, including liaising with ICT and specialist contractors for digital lab equipment beyond in-house capabilities. 
- Implements adaptive solutions when faced with resourcing limitations, safety risks, or procedural barriers.
- Applies practical creativity to modify standard processes and meet evolving classroom needs.
- Addresses safety concerns and operational risks through proactive and timely action.
- Contributes to longer-term improvements by identifying recurring issues and recommending procedural refinements.

## Contacts and Relationships

- Collaborates with teaching staff, suppliers, and contractors to support compliant laboratory operations.
- Communicates technical and procedural advice clearly to internal and external stakeholders.
- Acts as primary contact for science-related WHS matters, emergencies, and procedural clarification.
- Represents laboratory operations during cross-departmental or College meetings as required.
- Maintains professional relationships to support service coordination and information sharing.

## Negotiation and Cooperation

- Negotiates supply conditions, timelines, and cost-effective alternatives with vendors.
- Coordinates with other departments to ensure safe and efficient sharing of space, equipment, and resources.
- Cooperates with ICT, Facilities, and external providers to manage technical requirements.
- Advocates for resourcing and procedural adjustments in line with WHS and curriculum needs.
- Participates constructively in discussions requiring compromise across operational boundaries.





## Management Responsibility / Resource Accountability

- No direct supervisory responsibility.
- Oversees chemical registers, stock control, and WHS documentation to maintain legislative compliance.
- Manages Science resources in accordance with curriculum demands and risk management protocols.
- Leads safe storage and disposal procedures for hazardous substances and specimens.
- Provides input into budget planning through forecasting and procurement tracking.
- Maintains infrastructure and laboratory readiness in alignment with College and legal standards.

## TYPICAL DUTIES

The typical duties of the role may include:

- Maintain an accurate inventory of chemicals, equipment, and laboratory resources, ensuring availability for practical lessons.
- Prepare, set up, and dismantle equipment and materials for experiments across multiple Science disciplines.
- Conduct and update risk assessments and safety documentation, ensuring compliance with Workplace Health & Safety (WHS) regulations.
- Safely store, handle, and dispose of hazardous materials, chemicals, and biological specimens in accordance with regulations.
- Oversee laboratory maintenance, including stocktakes, servicing, and troubleshooting of equipment.
- Manage experiment preparation, trials, and demonstrations.
- Manage procurement, supplier relationships, and budget planning for science resources in consultation with Head of Faculty – Science.
- Maintain up-to-date chemical safety records, including RiskAssess and ChemWatch (SDS records).
- Provide training and advisory support on laboratory safety and chemical management to staff, under the supervision of Head of Faculty - Science as required.
- Develop and review laboratory SOPs in consultation with Head of Faculty - Science to maintain alignment with legislation and best practice.
- Participate in policy consultation and risk mitigation planning as subject matter expert for laboratory operations.
- Support Science excursions and field trips, ensuring laboratory resources and logistical coordination.
- Oversee the care and management of vivariums, fish tanks, and biological specimens.
- Engage in professional development, participating in industry forums, WHS meetings, and science associations.
- Perform any other duties as directed by the Head of Faculty – Science or College Leadership, within the scope of the role.

## GENERAL EXPECTATIONS OF STAFF OF THE COLLEGE

- Assist in the continuing development of a culture and ethos based on the Mercy tradition and heritage.
- Support the liturgical and prayer life of the College and social justice initiatives.
- Contributes to the building of high expectations relationships within the College community.
- Contribute to processes that encourage communication, consultation, and teamwork within the College community.
- Provides public support and loyalty to professional colleagues.
- Take initiative and co-operate in pursuing opportunities for professional development and in developing multi-tasking skills required by the College.
- Publicly supports and implement College and system policies and protocols.
- Assists in the creation of a safe College where students are not judged on the basis of race or academic ability.
- Displays a spirit of hospitality and welcome to those who visit or contact the College.





## DUTIES AND EMPLOYMENT CONDITIONS

All staff at St Patrick's College Townsville are employed under the Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023-2026, which provides information in relation to levels of remuneration, leave, expected duties and work practices.

The College reserves the right to alter roles and responsibilities at any point in time.

## ST PATRICK'S COLLEGE TOWNSVILLE - COMMITMENT TO CHILD SAFETY

St Patrick's College Townsville is committed to child safety. As educators, we strive to provide a safe, happy, and empowering environment that builds confidence, resilience, and self-esteem. We foster respectful and caring relationships between staff and students, ensuring positive interactions that contribute to the overall wellbeing of every child.

We support and respect every child, as well as our staff and volunteers, and we are committed to their safety, participation, and empowerment. The College has a zero-tolerance approach to child abuse. All allegations and safety concerns are treated with the utmost seriousness and addressed in line with our regularly reviewed policies and procedures, which are available on our website. We recognise our legal and moral obligations to notify the appropriate authorities when concerns for a child's safety arise, and we provide clear processes for students, families, and staff to raise concerns or offer feedback.

St Patrick's College Townsville is dedicated to preventing child abuse and identifying risks early in order to remove or reduce them. We work proactively with student and parent stakeholders, delivering educational programs which ensure risk and rights consciousness. We maintain robust human resources and recruitment practices for all staff and volunteers, and we are committed to providing regular training and education to our community on child safety and abuse prevention.

We uphold the cultural safety of children from culturally and linguistically diverse backgrounds, and we are dedicated to providing an inclusive and safe environment for children with disability. We are also committed to ensuring that Aboriginal and Torres Strait Islander students in our care are supported to maintain their cultural identity and connections with family and community.

Through strong policies, procedures, and training, our leadership team, staff, and volunteers are equipped to uphold these commitments and ensure the safety and wellbeing of all children in our care.

Position Description approved by:

KATH LITTLE

**College Principal**

I have read and accept the position of Science Laboratory Technician as set out above.

|           |  |
|-----------|--|
| NAME      |  |
| SIGNATURE |  |
| DATE      |  |

